

## Managers Mandatory Training FY 16

### **Americans with Disabilities Act (ADA) as Amended Employment Law:**

This course focuses on the Title I portion of The Americans with Disabilities Act 2008 as Amended (ADAA). The Title I "employment portion" of the ADAA concentrates on specific provisions regarding Reasonable Accommodations, Medical Examinations, Interview Techniques and overall approaches to diminishing attitudinal and institutional barriers associated with myths regarding individuals with disabilities. In this course you will learn about Title I and how to be more inclusive in the hiring process while balancing the needs of this population against fair and equitable facilitation in management and supervision.

Date	Time	Location
September 17, 2015	1:00 pm to 4:00 p.m.	255 Rockville Pike MD, Suite 102
January 27, 2016	1:00 pm to 4:00 p.m.	255 Rockville Pike MD, Suite 102
April 6, 2016	1:00 pm to 4:00 p.m.	255 Rockville Pike MD, Suite 102

### **Don't Let It Happen to You: Workplace Violence**

Violence in the workplace can have devastating effects on the productivity of organizations and on the quality of life of employees. Employers have both a moral and a legal responsibility to provide a safe workplace for their employee, clients, and visitors. The purpose of this session is to provide information and guidance to managers and supervisors on the County's policy and reporting process and their roles and responsibilities.

\* Recognize warning signs and stages of workplace violence \* Understand the legal requirements \* Begin to develop departmental procedures \* Communicate and maintain a safe work environment for employees.

Date	Time	Location
October 8, 2015	1:00 pm to 4:00 p.m.	Executive Office Building Auditorium
December 17, 2015	1:00 pm to 4:00 p.m.	255 Rockville Pike MD, Suite 102
April 7, 2016	1:00 pm to 4:00 p.m.	255 Rockville Pike MD, Suite 102
June 9, 2016	1:00 pm to 4:00 p.m.	255 Rockville Pike MD, Suite 102

## **Equal Opportunity Employment/Diversity Management**

As a manager in today's environment, the number of legal issues you need to be aware of can be overwhelming. During this workshop you will gain an understanding of EEO and the law, ADA, and managing diversity.

\* Legal bases for EEO \* Theories of discrimination \* Management responsibilities in the EEO process \* Management responsibilities in the selection process \* Management role in maintaining a harassment free workplace \* Employees rights in the EEO process \* The County's EEO policy and complaint process \* How to apply knowledge and theory to case studies.

Date	Time	Location
July 23, 2015	9:00 am to Noon	Executive Office Building Auditorium
September 17, 2015	9:00 am to Noon	Executive Office Building Auditorium
January 26, 2016	9:00 am to Noon	Executive Office Building Auditorium
April 26, 2016	9:00 am to Noon	Executive Office Building Auditorium

## **Interviewing and Selecting Employees**

Required for all employees who participate on selection interview panels and hiring managers

This workshop is designed to provide interview panels and hiring managers with the tools necessary to navigate through the interviewing and selection process.

\* Prepare for the interview \* Understand the legal issues \* Determine what type of candidate will best succeed in the position \* Document of the process \* Identify and rank your strongest candidates \* Understand the key to making a hiring decision you can be confident in \* Know how to handling salary and other HR issues.

Date	Time	Location
August 18, 2015	9:00 am to 4:00 pm	UpCounty Regional Services Center
October 15, 2015	9:00 am to 4:00 pm	UpCounty Regional Services Center
December 17, 2015	9:00 am to 4:00 pm	UpCounty Regional Services Center
February 16, 2016	9:00 am to 4:00 pm	UpCounty Regional Services Center
April 13, 2016	9:00 am to 4:00 pm	UpCounty Regional Services Center
June 16, 2016	9:00 am to 4:00 pm	UpCounty Regional Services Center

### **Introduction to Managing in a Union Setting**

Learn how to avoid the pitfalls that can affect supervising in an unionized environment. This class provides an overview of the unions that represent County employees and the collective bargaining agreements that mandate many of the policies and practices that cover bargaining unit employees. With practical examples and advice, this class will help you more confidently lead, manage and communicate with your team.

Date	Time	Location
September 29, 2015	9:00 pm to Noon	255 Rockville Pike MD, Suite 102
February 25, 2016	9:00 pm to Noon	255 Rockville Pike MD, Suite 102
March 24, 2016	9:00 pm to Noon	255 Rockville Pike MD, Suite 102
April 28, 2016	9:00 pm to Noon	255 Rockville Pike MD, Suite 102
May 26, 2016	9:00 pm to Noon	255 Rockville Pike MD, Suite 102

### **Preventing Workplace Harassment**

Many employees are experiencing confusion about how to act in the work place, what behaviors are acceptable and what behaviors are not, and what sort of things are likely to be considered unlawful harassment. The purpose of the training is to communicate the County's policy that harassment and discrimination in any form will not be tolerated. This training will define workplace harassment and will provide guidelines and procedures for reporting, processing, and investigating complaints for employees. This is a very important subject and our goal is to train ALL County employees

Date	Time	Location
September 2, 2015	9:00 am to Noon	Executive Office Building Auditorium
September 23, 2015	9:00 am to Noon	Executive Office Building Auditorium
October 13, 2015	9:00 am to Noon	Executive Office Building Auditorium
October 21, 2015	9:00 am to Noon	Executive Office Building Auditorium
November 4, 2015	9:00 am to Noon	Executive Office Building Auditorium
November 19, 2015	9:00 am to Noon	Executive Office Building Auditorium
December 10, 2015	9:00 am to Noon	Executive Office Building Auditorium

<b>January 7, 2016</b>	<b>9:00 am to Noon</b>	<b>Executive Office Building Auditorium</b>
<b>January 20, 2016</b>	<b>9:00 am to Noon</b>	<b>Executive Office Building Auditorium</b>
<b>February 4, 2016</b>	<b>9:00 am to Noon</b>	<b>Executive Office Building Auditorium</b>
<b>February 17, 2016</b>	<b>9:00 am to Noon</b>	<b>Executive Office Building Auditorium</b>
<b>March 3, 2016</b>	<b>9:00 am to Noon</b>	<b>Executive Office Building Auditorium</b>
<b>March 17, 2016</b>	<b>9:00 am to Noon</b>	<b>Executive Office Building Auditorium</b>
<b>April 28, 2016</b>	<b>9:00 am to Noon</b>	<b>Executive Office Building Auditorium</b>
<b>May 4, 2016</b>	<b>9:00 am to Noon</b>	<b>Executive Office Building Auditorium</b>
<b>May 18, 2016</b>	<b>9:00 am to Noon</b>	<b>Executive Office Building Auditorium</b>
<b>June 1, 2016</b>	<b>9:00 am to Noon</b>	<b>Executive Office Building Auditorium</b>
<b>June 23, 2016</b>	<b>9:00 am to Noon</b>	<b>Executive Office Building Auditorium</b>
<b>September 7, 2016</b>	<b>9:00 am to Noon</b>	<b>Executive Office Building Auditorium</b>
<b>September 21, 2016</b>	<b>9:00 am to Noon</b>	<b>Executive Office Building Auditorium</b>
<b>October 5, 2016</b>	<b>9:00 am to Noon</b>	<b>Executive Office Building Auditorium</b>
<b>October 19, 2016</b>	<b>9:00 am to Noon</b>	<b>Executive Office Building Auditorium</b>
<b>November 16, 2016</b>	<b>9:00 am to Noon</b>	<b>Executive Office Building Auditorium</b>

### **Overview of Contract Administration**

The goal of this program is to: enhance knowledge of the Montgomery County Procurement and the Contract Administration Process, Charter, County Code, Procurement Regulations, Policies, and Procedures; increase understanding of the laws that govern the process; highlight common procedures and problems that impact the Procurement Process; and, learn the Procurement Team Member roles and responsibilities.

Date	Time	Location
November 10, 2015	12:30 pm to 4:30 p.m.	Executive Office Building Auditorium
March 6, 2016	12:30 pm to 4:30 p.m.	Executive Office Building Auditorium

### **Performance Management Basics**

The training course is designed to provide supervisors with a basic understanding of the County's Performance Management policies and processes.

Date	Time	Location
October 14, 2015	1:00 pm to 4:00 p.m.	255 Rockville Pike MD, Suite 102
December 16, 2015	1:00 pm to 4:00 p.m.	255 Rockville Pike MD, Suite 102
March 16, 2016	1:00 pm to 4:00 p.m.	255 Rockville Pike MD, Suite 102
May 18, 2016	1:00 pm to 4:00 p.m.	255 Rockville Pike MD, Suite 102

### **Substance Abuse in the Workplace: A Supervisor's Role**

In Oracle Learning Management there are two classes dealing with Substance Abuse in the Workplace-- one for DOT supervisors and another for non-DOT supervisors. These classes are required for managers and supervisors of Commercial Driver's License (CDL) holders ONLY.

#### **Substance Abuse CDL: DOT Supervisor**

This program is intended to inform designated DOT covered personnel (Supervisors) on the do's and don'ts, why's and how's in making fair and reliable reasonable suspicion drug and alcohol testing referrals of covered employees performing safety-sensitive job functions. Montgomery County and DOT processes and procedures for drug and alcohol testing will also be discussed. Note: The DOT regulations require 60 minutes of training on the signs and symptoms of alcohol misuse, and 60 minutes on the signs and symptoms of prohibited drug use in order for Supervisors to be qualified to make a reasonable suspicion determination.

Date	Time	Location
October 15, 2015	8:30 pm to 11:30 p.m.	255 Rockville Pike MD, Suite 102

## Drug Free Workplace—Non DOT Supervisors Class

Dealing with substance abuse in the workplace can be very difficult and can cause friction among coworkers. Alcoholism, misuse or abuse of drugs, and addiction will often spill into the workplace and may be progressive in nature. Employees with substance abuse problems often use denial and other defense mechanisms to cover up their misuse or abuse. The primary goal of this training is to improve the Supervisor's ability to identify substance use and abuse in the workplace and the process for employee substance abuse testing. This training is focused on the information that supervisors of Non-DOT employees need to identify and address substance abuse issues. DOT requirements will not be covered in this class. Required for managers and supervisors of Commercial Driver's License (CDL) holders.

Date	Time	Location
September 23, 2015	09:30 pm to 11:30 p.m.	255 Rockville Pike MD, Suite 102
November 4, 2016	01:30 pm to 3:30 p.m.	255 Rockville Pike MD, Suite 102

## Registration Information

### MCG Employees:

- ❖ Log-in to your Employee Self-Service at this link [www.montgomerycountymd.gov/eportal](http://www.montgomerycountymd.gov/eportal)
- ❖ Select Oracle Employee Self-Service → MCG HR Employee Self-Service → Learner Home
- ❖ Go up to the top-left of the Screen
  - In the drop-down menu change "Course" to "Class"
  - Type a key word in the search window → click "Go"
- ❖ Find the class in the list of classes that appear
- ❖ Click on the **Class Name** to see the location (Venue) and instructor information.
  - Look at the top-right hand side of the screen to find the "Enroll" button
  - Click Enroll → Click Review → Click Submit
- ❖ You should now see the class under "Enrollments" on your Learner Home page. ***Need Help in the new system?*** Look for Quick Start User Guides on [TransformMCG](#)

### Community Partners, Volunteers, Interns, Temporary Employees, Contractors:

- ❖ ***If you have a Log-in Name and Password:*** Log-in to [AccessMCG](#)
- ❖ Select Human Resources → County Learning Services → County Learning Services Icon
- ❖ Oracle Learning Management will open → Click MCG External Learner → Learner Home
- ❖ Go up to the top-left of the Screen
  - In the drop-down menu change "Course" to "Class"
  - Type a key word in the search window → click "Go"

- ❖ Find the class in the list of classes that appear
- ❖ Click on the **Class Name** to see the location (Venue) and instructor information.  
*Note:* The information in the “Training Center” field is NOT necessarily the class location.
  - Look at the top-right hand side of the screen to find the “Enroll” button
  - Click Enroll → Click Review → Click Submit
- ❖ You should now see the class under “Enrollments” on your Learner Home page. ***Need Help in the new system? Go to [OHR Training Website](#).***

Please note: Community partners, temporary employees, interns, retired employees, volunteers or contingent workers who ***do not have access to Employee Self Service*** will need to register through Access MCG first in order to access OLM. ***If You DO NOT have a Log-in Name and Password:*** Instructions are at the [OHR Training Website](#). Look for this document: *“Instructions for Non-Employees – How to Request Access to MCG Training Catalogs.”*

Supervisory approval and pre-registration is required for all courses. If you are a supervisor or manager, please forward this email to the employees you supervise. For additional information or questions, please contact the Training Team at 240-777-5116 or [OLM.Admin@montgomerycountymd.gov](mailto:OLM.Admin@montgomerycountymd.gov).